

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

23 May 1967

MEMORANDUM FOR: Director of Training

SUBJECT : Training Program for Employees Selected
for Extended External Training

The following steps have been taken to implement the recommendation of the Executive Director and the Deputy Director for Support for an orientation of Agency employees selected for external training:

1. For this year's three-day seminar for Senior Officer School nominees in June we will also invite attendance of:

- a. The NIPA and NIPA/BOB nominees.
- b. The Congressional Fellows nominees.
- c. The Program for Management Development nominees.
- d. Other Senior Officers approved for full-time training.

2. A shorter (minimum of one day) and less comprehensive seminar will be held in August for the remaining personnel approved for a semester or more of full-time academic training.

3. All will be individually briefed in the Registrar Staff on administrative details associated with the training. During these briefings other matters concerning the Agency's image will be highlighted.

4. Similarly, individuals attending shorter sessions of training where Agency representation is important, e.g. Civil Service Commission Executive Seminar Centers, University of Wisconsin Summer Program for Federal Executives, will receive individual briefings by the Registrar.

5. We are also revising OTR's briefing sheets to further expand on the subject.

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RS/TR: [redacted] /vh

Registrar

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